

# REQUEST FOR RECORDS SEARCH AND/OR COPIES OF COURT RECORDS

Date\_\_\_\_\_

Specific Information requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Case Number(s) if known: \_\_\_\_\_

(If case number is not known, please provide the approximate year case was filed)

Identifying Information i.e., DOB, alias: \_\_\_\_\_

Do you want the documents certified? \_\_yes \_\_no

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Contact Information of Individual Requesting Record Search or Copies:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

## PLEASE ALLOW TWO WEEKS

This request must be accompanied with a deposit of \$5.00. Our office will contact you with the balance amount due. Once payment is received along with a self addressed stamped envelope, we will forward the requested copies to you. **Personal checks are not accepted.** Payments must be in the form of a cashier's check or money order made payable to Cherokee County Circuit Clerk.

<b><u>TYPE OF SEARCH</u></b>	<b><u>COSTS</u></b>
Computerized Records	\$10.00
Paper Records	\$20.00
Archived/Microfilmed Records	\$25.00

<b><u>COPIES</u></b>	<b><u>COSTS</u></b>
Pages 1 through 20 (paper or electronic)	\$5.00
Each Additional Page	\$.50
Each Certification	\$5.00

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*The Circuit Clerk and employees of the Cherokee County Circuit Clerk are not responsible for any errors in the information supplied and are not liable for any use or disclosure of said information. This office has Cherokee County Circuit and District Court records only and cannot supply Federal or Municipal records from other counties or other states. The search fee applies even if the record search produces no results.*